







FEBRUARY 2011 EMPLOYMENT READINESS TRAINING SCHEDULE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Contact the ACS Employment Readiness Office for more information. Call (803) 751- 4862/5256 to register. See reverse side for course synopsis. Classes are open to all Active/Retired Military Personnel/Family Members and DOD Civilians.				
	1 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.	2 Military Family Member Scholarship Seminar 9:00-10:00 a.m. Strom Thurmond Bldg. Room 222 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session 12:00-3:30 p.m.	3 **Intermediate Excel INSTRUCTOR-LED COMPUTER CLASS MILITARY SPOUSES HAVE PRIORITY Time: 9:00 a.m. -12:00 p.m. Location: TBA	4 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.
7 ESL Class 9:00-11:30 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	8 Lunch and Learn-FREE FOOD From Zero to a Welding Career in Only 10 Weeks!!-Two scholarships will be given away Time: 12:00-1:00 p.m. Strom Thurmond Bldg, Room 222	9 Job Searching Strategies Time: 8:30 a.m. – 11:30 a.m. Strom Thurmond Bldg, Room 222 Resume Writing for Beginners Time: 1:00-2:30 p.m. Strom Thurmond Bldg, Room 222	10 **Intermediate PowerPoint INSTRUCTOR-LED COMPUTER CLASS MILITARY SPOUSES HAVE PRIORITY Time: 9:00 a.m. -12:00 p.m. Location: TBA Military Family Member Scholarship Seminar 11:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Room 222	11 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.
14 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m. 	15 Resume Writing/Interviewing Time: 8:30 a.m.-12:00 p.m. Strom Thurmond Bldg. Rm 222 Guest speaker: BlueCross BlueShield Human Resource Department Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 12:00-3:30 p.m.	16 Steps to Federal Employment Time: 9:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Rm 222 <i>Information on the new Military Spouse Hiring Authority will be covered.</i>	17 **Intermediate MS Word INSTRUCTOR-LED COMPUTER CLASS MILITARY SPOUSES HAVE PRIORITY Time: 9:00 a.m. -12:00 p.m. Location: TBA Learn How MilitaryOneSource Can Help You!! Time: 11:00 a.m.-12:00 p.m. Strom Thurmond Bldg. Rm 222	18 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.
21 FEDERAL HOLIDAY 	22 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m.	23 Job Searching Strategies Time: 8:30 a.m. – 11:30 a.m. Strom Thurmond Bldg, Room 222 Resume Writing for Beginners Time: 1:00-2:30 p.m. Strom Thurmond Bldg, Room 222	24 Adult Career Assessment Time: 9:00 -11:30 a.m. Location: TBA Military Family Member Scholarship Seminar 11:00 a.m. -12:00 p.m. Strom Thurmond Bldg. Room 222	25 Free Self-paced Computer Training (MS Word, PowerPoint, Excel, Access, Outlook) Call and schedule a training session for 8:30-11:30 a.m. or 12:00-3:30 p.m. 

ACS EMPLOYMENT READINESS PROGRAM

FEBRUARY 2011 TRAINING SCHEDULE

ALL CLASSES ARE FREE AND OPEN TO ALL ACTIVE/RETIREE MILITARY PERSONNEL/ FAMILY MEMBERS AND DOD EMPLOYEES.

Job Searching Strategies

Seeking employment on Fort Jackson or the surrounding area? Get a jump-start on your job search by obtaining relevant information about employment, education and volunteer opportunities. Topics include on and off post employment opportunities, Army Spouse Employment Partnership Program, Job Searching Tips, Midlands OneStop WIA Program and much more!! All military spouse attendees will be eligible to enroll in the ERP to receive one-on-one employment assistance, receive daily e-mail job postings and have resume sent to prospective employers!! Feb 9 and 23, 8:30 a.m.-11:30 a.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

Resume Writing for Beginners (Resumes for job fairs and private sector employment)

Did you know that a private sector resume is much different than a resume for federal employment? Join us in learning how to create an award winning resume. Feb 9 and 23, 1:00-2:30 p.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

Steps to Federal Employment

(Information on the new Military Spouse Hiring Authority-Executive Order 13473 will be covered)

Attention job seekers! Looking for Federal Employment? This workshop will walk you through every step of the Army CPOL Resumix process for federal jobs. Feb 16, 9:00 a.m.-12:00 p.m., Strom Thurmond Bldg, Room 222. Must register to attend, call 751-4862/5256.

Instructor-led Computer Training Classes

Sign up for one or all three. **Military spouses have priority.** Staff from New Horizons Computer Learning Center will instruct the computer classes.

Dates: Feb 3: Intermediate Excel Feb 10: Intermediate PowerPoint Feb 17: Intermediate MS Word

Time: 9:00 a.m. – 12:00 p.m. Location will be provided after individual has registered for class. Must register to attend, call 751-4862/5256

Scholarship Seminar for Family Members (Spouses and Dependent Children)

Wanting to attend college but can't afford it? This seminar will cover information on federal, state and military financial assistance and scholarship information.

Dates: Feb 2: 9:00-10:00 a.m., Feb 10: 11:00 a.m.-12:00 p.m., and Feb 24: 11:00 a.m.-12:00 p.m., Strom Thurmond Bldg. Room 222. Must register to attend, call 751-4862/5256.

Learn How Military OneSource Can Help You!! Real Help, Anytime, Anywhere 24/7!!

Relocating to a new community, looking for quality childcare, help with home repairs, spouse employment or have a special needs family member? Whatever your need is MilitaryOneSource can help. Come learn how easy it is to turn your problems into solutions. February 17, 11:00 a.m.-12:00 p.m.

Adult Career Assessment

Want a career-not just a job? Don't know what you want to do? Don't know where to begin? Adult Career Assessments are a great place to start in determining what career path you would like to follow. This self-exploration workshop will aide you in taking a career assessment which is computer based and will connect your interests and skills to a particular career.

Feb 24, 9:00 a.m.-11:30 a.m. Location: TBA. Must register to attend, call 751-4862/5256. **Call early, seats are limited!!**